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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 12 January 1956

FROM : Chief, Plans &amp; Policy Staff

SUBJECT: Weekly Activities Report #2

1. SIGNIFICANT ITEMS: None11. OTHER ITEMS:

## A. Projects Underway

1. Revision of CIA Regulations [ ] into one regulation entitled, "Entrance-on-Duty Training." All comments received from other Agency components. Draft for official coordination under review by C/PPS.
2. OTR Regulation establishing a Speaker Index. DDTR revising.
3. Revised procedures for securing estimates of annual training requirements. Procedures and forms approved and forwarded for reproduction to ISB/SS.
4. Support Planning Guide for the Training Section, Support Annex to the Country Appendix, CS Cold War Plan.
5. Revision of CIA Regulation [ ] Draft awaiting policy suggestions from LETS and procedural modifications from Administrative Branch.
6. OTR Regulation concerning the acquisition and control of student reading materials. Draft for internal coordination circulated and comments received. The draft is under revision.
7. Overseas military mobilization requirements. Review of personnel staffing patterns proposed by the Theaters and the Military Personnel Division, Office of Personnel, is underway.
8. Headquarters military mobilization requirements. Requirements for preparation of staffing pattern received from MPD/OP. Staff study to be initiated to determine planning factors.

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25X1 B. An initial exploratory meeting on the use of [ ] was held with the CI Staff and Chairman, CSTC/DD/P. Although the general idea was viewed favorably, it is contemplated that this problem will require considerable staffing before any specific decisions or recommendations can be made.

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X C. Resulting from comments of the C/CSTC/DD/P at a Clandestine Services Training Officer meeting held on 6 January concerning medical requirements for training at [ ] this staff undertook to work out with the Medical Staff appropriate steps to ensure sufficient time for prospective trainees to meet medical requirements. At the suggestion of the Medical Staff, training officers will forward a request for a medical evaluation at the time an individual is registered for the course. This places the responsibility upon the training officer to insure that such an evaluation is requested well in advance of the starting date of the course.

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D. Topics outlined for discussion by DTR during the War Planners Conference, 16-27 January, were presented as part of a dry-run for the conference on the morning of 11 January 1956. It was the consensus that the approach to be taken by DTR was entirely sound and would be of considerable interest to theater war planners.

E.



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25X1 F. During the past week, approximately 15 requests for attendance at lectures at the National War College have been received by this Staff. [ ] has set up a tickler system to insure that written requests will be submitted to the National War College by the appropriate date. The coordination of all Agency requests for these lectures is a new function undertaken by this Staff.

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111. PERSONNEL NOTES:

A. [ ] resigned from the Agency 4 January 1956.

B. [ ] spent 4, 5, and 6 January 1956 at [ ]  
assisting in typing for the preparation of Operations course  
No. 1, which began 9 January.

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